

ANNOUNCEMENT NUMBER: 2013-0002

OPEN TO: All Interested Candidates / All Sources

POSITION: Chauffeur
(This position is budgeted for Philippine Government Compensation Plan & Non-US Direct Hire Employee)

OPENING DATE: February 18, 2013

CLOSING DATE: March 08, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY: ₱ 124,812 per annum

The U.S. Embassy in Manila is seeking an individual for the position of Chauffeur at the Joint US Military Assistance Group (JUSMAG).

BASIC FUNCTION OF THE POSITION

Serves as a driver for all personnel and other official requirements for the Joint US Military Assistance Group (JUSMAG) on a rotational basis. Transports personnel and material, delivers formal invitations, and performs other errands and miscellaneous driving duties as required. Drives heavily armored vehicles and ensures safety and security of passengers.

QUALIFICATIONS REQUIRED

All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary education is required.
2. One year (1) of related driving experience is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading/Writing English and Tagalog is required.
4. Knowledge of Philippine traffic laws and the Metro Manila area is required.
5. Possession of a valid **Professional** Philippine Drivers License is required.

SUBMIT APPLICATION TO

JUSMAGPHIL

C/O US Embassy Manila

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6323

Fax: (632) 301-2491/2429

Attention: Admin/Resource Management Office (Indicate Vacancy Announcement Number)

E-mail: jusmagphil.rm1@gmail.com (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word, Adobe PDF, or JPEG attachment)

CLOSING DATE FOR THIS POSITION: March 08, 2013

JUSMAG provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information-

Failure to do so will result in an incomplete application.

- A.** Position Title
- B.** Position Grade
- C.** Vacancy Announcement Number
- D.** Dates Available for Work
- E.** First, Middle, & Last Names as well as any other names used
- F.** Date and Place of Birth
- G.** Current Address, Day, Evening, and Cell phone numbers
- H.** Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- I.** If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- J.** Days available to work
- K.** List any relatives or members of your household that work for the U.S. Government (*include their Name, Relationship, & Agency, Position, Location*)
- L.** Education
- M.** License, Skills, Training, Membership, & Recognition
- N.** Language Skills
- O.** Work Experience
- P.** References